

MISSION OF THE CABLE SECRETARY

The Cable Secretary is charged with coordinating policies governing the preparation, release and distribution of CIA cables and is charged with the review, processing (exclusive of the encrypting and decrypting and transmitting processes), distribution, and delivery within CIA Headquarters, of all classified incoming and outgoing CIA cables; ensuring that outgoing cables involving questions of national policy have been personally approved by the Director, and for ensuring that all intelligence items contained in cables are transmitted to the Office of the DD/I.

FUNCTIONS OF THE CABLE SECRETARIAT

- a. Process and distribute all incoming and outgoing classified CIA cables; deliver action, information, and/or confirmation copies to the proper offices in CIA Headquarters.
- b. Coordinate policies and regulations governing the preparation, coordination, release and distribution of CIA cables.
- c. Provide continuous Clandestine Services Duty Officer coverage for CIA Headquarters.
- d. Conduct before-and-after-the-fact screening of all cables to assure proper distribution and to bring to the attention of appropriate officials cables which do not appear to warrant their being or having been handled by cable.
- e. Review all outgoing cables, prior to delivery to the Signal Center for transmission, to assure that cables are properly prepared and released.
- f. Bring to the attention of the DCI (or, in his absence, the D/DCI) any outgoing cables containing instructions involving questions of national policy which have not been approved by the DCI personally (or, in his absence, by the D/DCI).

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g. Prepare briefs and supply identities for cables brought to the attention of the Director, Central Intelligence, and his immediate staff.

h. Review all incoming cables with the responsibility of furnishing to the DD/I all intelligence items contained in cables.

i. Conduct liaison with all other elements of CIA on matters affecting cable distribution policies.

j. Perform such other functions as may be directed.

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